

**DEPARTMENT OF SOCIAL AND HEALTH SERVICES
MEDICAL ASSISTANCE ADMINISTRATION
Olympia, Washington**

To: All Providers **Memorandum No.: 05-03 MAA**
Issued: February 3, 2005

From: Douglas Porter, Assistant Secretary **For Information Call:**
1-800-562-6188
Medical Assistance Administration

Subject: **New Billing Requirements Regarding Provider Numbers and New Web site for Accessing Provider Numbers**

Effective for dates of service on and after April 1, 2005, billers must list the assigned 7-digit DSHS provider number(s) for all performing/attending/referring providers on the claim form. Claims that do not have the appropriate provider number(s) listed will be denied. This memorandum provides billing guidance for compliance with this new requirement as well as information on a new web site for accessing provider numbers. Pharmacies billing for prescription drugs or through Point-of-Sale (POS) are exempt from this requirement.

New Billing Requirements Regarding Provider Numbers for Performing, Attending and Referring Providers

Effective for claims with dates of service on and after April 1, 2005, billers must enter a 7-digit DSHS provider number on all claims including the DSHS non-MAA referring provider number, when appropriate. Entering a provider's name only will no longer be sufficient for claim payment. **Note:** See "How are pharmacies affected by this change?"

Use the following chart for guidance:

Provider Activity	Identifier	Resource
Attending provider	Assigned 7-digit DSHS provider number for specific attending provider	PNR Web site: http://pnrmaa.dshs.wa.gov MACSC Toll Free phone line 1-800-562-6188
Performing provider	Assigned 7-digit DSHS provider number for specific performing provider	PNR Web site: http://pnrmaa.dshs.wa.gov MACSC toll free phone line 1-800-562-6188

Provider Activity	Identifier	Resource
Referring provider	Assigned 7-digit DSHS provider number for specific referring Medicaid provider	PNR web site: http://pnrmaa.dshs.wa.gov MACSC toll free phone line: 1-800-562-6188
Non-Medicaid-referring provider	Provider name and 8900946 – this “standard” number is to be used ONLY for non-Medicaid-referring providers. It is not specific to a provider.	MACSC toll free phone line: 1-800-562-6188
Attending residents or interns	Hospital specific identification number	Provider Enrollment toll-free phone number: 1-866- 545-0544
Performing residents or interns	Preceptor’s assigned 7-digit DSHS provider number	PNR web site http://pnrmaa.dshs.wa.gov MACSC toll free phone line 1-800-562-6188
Referring residents or interns	Hospital specific identification number	Provider Enrollment toll-free phone number: 1-866- 545-0544

This new billing requirement applies to ALL Medical Assistance billers and providers, including those who submit HIPAA-compliant electronic claims and those who submit paper claims.

Note: See “How are pharmacies affected by this change?”

Claims that do not have the 7-digit DSHS provider number(s) listed will be denied. MAA will use the following Explanation of Benefits (EOB) messages to notify providers of the reason for denial:

- **EOB 45** - provider number not included; and
- **EOB 38** - referring number not included.

MAA will monitor use of the “standard” non-Medicaid referring provider number through post-payment review and will follow up with billers who use this number frequently for a possible audit.

This new information will be included in billing instructions as they are revised. Please refer to your individual program billing instructions to see if an attending/performing/referring provider number is required.

How are pharmacies affected by this change?

- Pharmacies billing MAA for durable medical equipment must follow the guidelines in this memorandum.
- Pharmacies billing MAA for prescription drugs or through Point-of-Sale (POS) are exempt from the requirements in this memorandum. Refer to MAA's current ***Prescription Drug Program Billing Instructions*** for further information on billing MAA for prescription drugs or through POS.

Provider Number Reference (PNR) Web site

Use the PNR web site (<http://pnrmaa.dshs.wa.gov>) to locate the correct numbers needed for claims submission for performing, attending, and referring Medicaid providers. Although providers may choose to contact the MACSC phone line, accessing the web site is a much quicker way to find provider numbers.

Accessing Provider Numbers by Telephone

If you do not have access to the Internet, call the MACSC toll free phone line at 1-800-562-6188 to find provider numbers. Please note that accessing the web site is faster and easier than using the toll-free phone line.

How can I get MAA's provider issuances?

To obtain MAA's provider numbered memoranda and billing instructions, go to MAA's web site at <http://maa.dshs.wa.gov> (click on the *Billing Instructions/Numbered Memoranda* or *Provider Publications/Fee Schedules* link).

To request a free paper copy from the Department of Printing:

- **Go to:** <http://www.prt.wa.gov/> (Orders filled daily)
Click on General Store. Follow prompts to Store Lobby → Search by Agency → Department of Social and Health Services → Medical Assistance Administration → desired issuance; **or**
- **Fax/Call:** Dept. of Printing/Attn: Fulfillment at FAX (360) 586-6361/
telephone (360) 586-6360. (Orders may take up to 2 weeks to fill.)